

04-139 Secretary of State

Agency Description

In fulfilling its mission, the Department of State serves as official keeper of the Great Seal of the State of Louisiana and chief election officer of the state. The Secretary of State prepares and certifies ballots for all elections, promulgates all election returns, and administers the election laws, except those relating to voter registration and custody of voting machines. The Secretary of State countersigns and keeps an official registry of all commissions. Additionally, the Secretary of State is responsible for administering the state's corporation and trademark laws, as well as providing and storing the official archives of the state; administering and preserving the official archives of the state; and promulgating and publishing all laws enacted by the legislature and retaining the originals. The Secretary of State administers the First Stop Shop program which gives current and potential business owners a single place to go for all the necessary licensing information to operate within the state. The Secretary of State is also responsible for the operation of several state museums including the Louisiana State Exhibit Museum in Shreveport, the Baton Rouge Old Arsenal Powder Magazine, the Louisiana Cotton Museum in Lake Providence, the Caddo-Pine Island Oil Museum and in Baton Rouge, and the Old State Capitol, which serves as the Center for Political and Governmental History in Louisiana.

The goals of the Department of State are:

1. Provide leadership and management necessary to meet its program's objectives while performing the constitutional and statutory responsibilities of the Secretary of State and the Department of State.
2. Maintain an efficient and accurate election system and provide essential, comprehensive information that instills public confidence in the State's electronic system.
3. To provide the services, information and facilities necessary to promote and support the State's governmental records management programs and identify, preserve, and make available governmental and historical documents of interest to the citizens of Louisiana.
4. Provide a an effective presentation of history through the provision of a comprehensive system of thematic museums that enhances the public's understanding of the various influences and aspects of Louisiana's culture that have impacted its development.
5. Ensure compliance with the commercial filing laws at the lowest possible costs to taxpayers by maximizing the efficiency of document processing and information services.

The Department of State is a constitutional entity headed by the Secretary of State. The Department of State has five programs: Administrative, Elections, Archives and Records, Museums/Other Operations and Commercial.

AGENCY BUDGET SUMMARY

	ACTUAL 2001-2002	ACT 13 2002-2003	EXISTING 2002-2003	CONTINUATION 2003-2004	RECOMMENDED 2003-2004	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$2,081,725	\$4,677,710	\$4,677,710	\$6,100,698	\$5,244,098	\$566,388
STATE GENERAL FUND BY:						
Interagency Transfers	284,420	323,816	323,816	323,816	252,543	(71,273)
Fees & Self-gen. Revenues	9,215,346	9,793,228	9,793,228	10,181,638	10,457,418	664,190
Statutory Dedications	17,700	136,990	136,990	31,333	31,333	(105,657)
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	1	1	1	0	(1)
TOTAL MEANS OF FINANCING	\$11,599,191	\$14,931,745	\$14,931,745	\$16,637,486	\$15,985,392	\$1,053,647
EXPENDITURES & REQUEST:						
Administrative	\$3,322,010	\$3,643,519	\$3,643,519	\$3,776,191	\$3,715,596	\$72,077
Elections	1,331,383	2,891,289	2,891,289	4,776,520	4,311,399	1,420,110
Archives and Records	2,302,362	2,558,172	2,558,172	2,615,189	2,504,591	(53,581)
Museum and Other Operations	1,834,491	2,231,720	2,231,720	1,891,447	1,700,387	(531,333)
Commercial	2,808,945	3,607,045	3,607,045	3,578,139	3,753,419	146,374
TOTAL EXPENDITURES AND REQUEST	\$11,599,191	\$14,931,745	\$14,931,745	\$16,637,486	\$15,985,392	\$1,053,647
AUTHORIZED FULL-TIME EQUIVALENTS: Classified	167	170	170	170	165	(5)
Unclassified	16	13	13	13	16	3
TOTAL	183	183	183	183	181	(2)